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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 25/07/2014

Country: KYRGYZSTAN

Description of the assignment: PBF Adviser

Project name: Secretariat Support to Joint Steering Committee and PRF projects (PID 00087908)

Period of assignment/services (if applicable): 260 working days during 12 months

Proposal Submission Address	UNDP office, Procurement Unit 160, Chuy Avenue, 720040, Bishkek, Kyrgyzstan Subject: "Tender for International Consultant PBF Adviser"
Deadline of Submission	Date and Time : 8 August 2014, 15:00 (+6 GMT, Bishkek time)
Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Electronic submission of Bid ^[1]
Conditions and Procedures for electronic submission and opening	<input checked="" type="checkbox"/> Official Address for e-submission: procurement@undp.kg <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format: PDF files only. The Proposal should be protected with separate password (please see instructions on http://www.images.adobe.com/content/dam/Adobe/en/products/acrobat/pdfs/adobe-acrobat-xi-protect-pdf-file-with-permissions-tutorial-ue.pdf) <input checked="" type="checkbox"/> Password <u>must</u> not be provided to UNDP until the date and time of Bid Opening as indicated in Section "Instruction for Electronic Submission" below <input checked="" type="checkbox"/> Max. File Size per transmission: 8 MB; <input checked="" type="checkbox"/> Max. No. of transmission: unlimited <input checked="" type="checkbox"/> Mandatory subject of email for the Technical proposal: "Tender for International Consultant PBF Adviser"; <input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission; <input checked="" type="checkbox"/> Time Zone to be Recognized: Kyrgyzstan (GMT+6);

^[1] Security features (e.g., encryption, authentication, digital signatures, etc.) are strictly required and must be enforced to ensure confidentiality and integrity of contents.

	<p><u>Instruction for Electronic Submission</u></p> <p>The Proposer may choose to submit the proposal by e-mail to procurement@undp.kg. Having prepared the Proposal in paper format the entire Technical Proposal should be scanned into .pdf (Adobe Acrobat) format file and attached to one or more e-mail(s).</p> <p>Please set-up a password to secure your Proposal which the Proposer should provide via e-mail on 8 August 2014, from 15:00 to 16:00 local time (GMT+6).</p>
Date, time and venue for opening of Proposals	<p>Date and Time: 8 August 2014, 16:00 local time (GMT+6)</p> <p>Venue : UNDP office, 160 Chuy Avenue, 720040, Bishkek, Kyrgyzstan</p>

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above procurement@undp.kg. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

In the fall of 2012, the President of the Kyrgyz Republic requested assistance from the UN Secretary General (SG), articulating long-term peacebuilding priorities of the country that still needed to be addressed in the areas of rule of law and human rights, mechanisms for promoting dialogue at national and community level, and implementation of a policy aiming at enhancing national unity and interethnic relations. The SG in his response letter of 14 November 2012 supported this request and encouraged to initiate the establishment and of an inclusive Joint Steering Committee (JSC) to provide strategic guidance to plan further peacebuilding interventions to be funded under the Peacebuilding and Recovery Facility (PRF) of the UN Peacebuilding Fund (PBF). A PBF JSC was established in Kyrgyzstan and received its mandate through an official decree of the President. The JSC is comprised of representatives from the Government, Parliament, Office of the President, Civil Society Organizations and the UN system (28 JSC members in total). The meetings of JSC are also attended by donors/development partners to ensure coordination and coherence between projects funded by the PBF in Kyrgyzstan and those funded by other partners.

The JSC is co-chaired by the UN Resident Coordinator (RC) and the Head of the Office of the President of the Kyrgyz Republic who provide overall leadership to the process. The JSC is a strategic decision-making and oversight body. It is accountable to the Government of the Kyrgyz Republic and the UN Peacebuilding Support Office (PBSO) managing the PBF to ensure that the peacebuilding outcomes formulated in the Peacebuilding Priority Plan (PPP) are achieved and PBF project funds are used appropriately.

Based on the findings of a Peacebuilding Needs and Priorities Assessment the PPP was developed in a multi-stakeholder process involving, civil society, key development partners, and state institutions at national and local levels. The PPP was approved by the JSC and the PBF and received US\$ 15.1 million for its implementation until the end of September 2016 in order to achieve the three peacebuilding outcomes of the PPP:

- **Priority Outcome 1:** Critical laws, policies, reforms and recommendations of human rights mechanisms, including UPR, are implemented to uphold the rule of law, improve access to justice and respect, protect and fulfill human rights.

- **Priority Outcome 2:** Local self-government bodies, in partnership with related state institutions, and civil society, bridge divisions and reduce local tensions.
- **Priority Outcome 3:** Policies, pilot initiatives and approaches are developed and implemented that enable the further development of a common civic identity, multilingual education and respect for diversity and minority rights.

A Secretariat was set-up to support the co-chairs of the JSC. It serves as an interface between the JSC as the strategic decision-making body, state institutions and UN agencies in the country. To meet the responsibilities of the Secretariat and to implement related coordination and M&E tasks, a project entitled 'PBF Secretariat Support to Joint Steering Committee and PRF projects' was established. The tasks of the Secretariat (among others) will include:

- Provision of technical support and coordination services to all 10 PRF projects so that the results of these projects will contribute to the PPP outcomes by enhancing maximum synergies and coherence between all projects and other peacebuilding interventions in the country, also ensuring local ownership and participation.
- Organization and preparation of JSC meetings (e.g. suggesting strategic measures to the JSC for its consideration to ensure that PPP outcomes are met).
- Providing regular information and updates to JSC, PBSO (and the Multi-Partner Trust Fund Office MPTFO that acts as a Management Agent for the PBF), and RUNOs related to the PBF PRF process and status of PPP implementation, ensuring that the JSC can make appropriate and timely decisions and RUNOs implement projects in a way that effectively contributes to achieving PPP outcomes.
- Carrying out M&E-related activities towards tracking progress/ success in achieving PPP outcomes.
- Communicating information related to the implementation of the PPP (process, results etc.) to the wider public, ensuring transparency and national ownership of the process.
- Increasing the capacity of JSC members and relevant stakeholders to provide guidance and oversight to the implementation of the PPP.

1.1. MAIN OBJECTIVES OF THE ASSIGNMENT

Under the direct/ day-to-day supervision of the National Project Manager and the overall guidance and supervision of JSC co-chairs, the PBF Adviser will provide technical guidance and coordination support to the PBF JSC and RUNOs in Kyrgyzstan on implementation of the PPP. The PBF Adviser will also coach and mentor project personnel and JSC members on substantive issues to build sustainable capacities within the JSC and its Secretariat. The PBF Adviser will be placed in the JSC Secretariat in Bishkek.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

1) Technical Advice and Analysis

- Analyze how PRF projects are performing and how relevant they remain in terms of contributing to PPP outcomes, also considering changing conflict dynamics. Advise RUNOs and the JSC on appropriate action accordingly.
- Provide advice to RUNOs that they can practically apply during project implementation to ensure that their projects will contribute to achieving PPP outcomes. Advice to be provided to projects will not be targeted to complement or replace the substantive expertise that RUNOs have in order to achieve their project results but will focus on the 'big picture', e.g. how projects can best contribute to achieving PPP outcomes.
- Provide guidance to JSC and RUNOs to ensure that PRF projects are conflict-sensitive.
- Provide advice to JSC, enabling them to steer the implementation of the PPP (e.g. make

recommendations to the JSC in case changes to the PPP or projects are required in order to achieve PPP outcomes).

- Review reports and status updates of RUNOs and provide guiding comments.
- Provide technical inputs in relation to meetings organized by the JSC Secretariat (e.g. review quality of minutes, JSC draft decisions, etc.).
- Review and analyze project proposals and draft recommendations to the JSC in case new proposals are being considered by the JSC.

2) Monitoring and Evaluation

- Provide technical advice to JSC and other JSC Secretariat personnel during periodic progress reviews of PPP implementation.
- Draft and review reports to be considered by the JSC and submitted to PBSO (e.g. annual report by PPP outcomes).
- Provide technical inputs and overall guidance to M&E activities carried out by respective JSC Secretariat personnel, e.g.:
 - Monitoring of progress in achieving PPP outcomes.
 - Organizing specific project impact monitoring and evaluation training and review including independent impact evaluations.
 - Tracking the implementation of projects; providing guidance to RUNOs on monitoring and evaluation and related issues.
 - Implementing PPP M&E Plan including baseline and end line perception survey, data collection to report on PPP indicators and targets, etc.
 - Supporting the work of the JSC Oversight Group that will be involved in project visits on behalf of the JSC.
 - Providing monitoring, reporting and evaluation guidance to PRF projects.
 - Coordinating timely project (semi-annual/annual/final) and PPP (annual basis) reporting to PBSO and MPTFO.
 - Providing quality assurance on results-based reporting.
 - Reviewing half year, annual, final reports on project implementation and final project evaluation reports.
 - Organizing and conducting joint field monitoring visits with RUNOs/JSC/PBSO/Donors/Implementing Partners (IPs).
 - Overseeing project evaluations and supporting the final external evaluation of PPP implementation.

3) Capacity Development and Knowledge Sharing

- Promote awareness raising and provide training to strengthen the oversight capacity of the JSC.
- Coach and mentor Secretariat personnel and JSC members on substantive issues to build sustainable capacities within the JSC and its Secretariat.
- Support, through training and knowledge networking, the creation of a critical mass of UN staff/personnel and partners with the necessary skills to develop and implement catalytic peacebuilding interventions.
- Strengthen the capacity of RUNOs to implement peacebuilding projects in a conflict sensitive way (applying the Do No Harm methodology).
- Document and periodically share 'lessons learnt' with the JSC, RUNOs and PBSO
- Make the experiences/lessons learned emerging from peacebuilding programming from other countries available to the JSC and RUNOs.

4) Coordination

- Support inter-project coordination to enhance cooperation, collaboration and synergies between RUNOs (and other stakeholders) to work towards achieving PPP outcomes in a coherent manner (e.g. coordinate linkages and communication within and between 3 PPP Outcome groups to be set-up and regularly convened).
- Support the Office of the President and the RCO, that host the role of JSC co-chairs, to ensure transparent information flow among members of the JSC and between these members and RUNOs.
- Facilitate relationships between JSC members and relevant stakeholders to enhance national ownership and participation during the implementation of the PPP.
- Jointly identify critical gaps in project- and PPP implementation which need to be addressed to achieve PPP outcomes.
- Maintain close contact with relevant staff/ peacebuilding focal points and heads of agencies to foster inter-project coordination and ensure that project efforts are directed in a way that PBF-funded projects complement each other and contribute to achieving PPP outcomes by meeting project-level outcomes and outputs.
- Support the role of the Secretariat to act as a local repository of knowledge regarding the rules and regulations of the PBF and related management arrangements.
- Closely collaborate with PBSO, MPTFO, RUNOs, the Resident's Coordinator's Office (RCO) and other UN agencies to timely share relevant information and reports related to the PRF implementation process.
- Where applicable - or as committed in the PPP/ project documents - support RUNOs (in close collaboration with UN agencies that have a relevant mandate or expertise) to mainstream the National Action Plan 1325, UN Secretary General's 7-Point Agenda on Gender-responsive Peacebuilding, UN Secretary General's Decision on Durable Solution, and Human Rights-Based Approach (HRBA) and other relevant strategic frameworks into PBF-funded projects.
- Foster linkages between the implementation of the PPP and national processes, in particular Sustainable Development Strategy (2013-2017), Concept for National Unity and Interethnic Relations, UNDAF (2012-2016), and other relevant strategic frameworks.
- Lead communications and coordination with PBSO and the PeaceNexus Foundation that supports the implementation of the PPP.

5) Communication and Partnership Building

- Support Secretariat personnel in sharing PRF-related information and results (including through bulletins/ newsletters and press releases) with relevant stakeholders and the public.
- Liaise with governmental and non-governmental organizations, and donors active in the field of conflict prevention, reconciliation, and peace-building, and identify opportunities for partnership building and resource mobilization.
- Support Secretariat personnel to create awareness on the PRF interventions amongst Government, civil society, the public and international partners.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Master's Degree or equivalent in social sciences with a focus on conflict prevention, peacebuilding, international relations, political science, development studies or related fields.
- 5 years substantive experience in the area of development (of which at least 2 years have been spent in the area of conflict prevention/ peacebuilding).

- Excellent knowledge of conflict prevention/ peacebuilding programming as evidenced by an essay of 3-5 pages (prepared by the consultant) that summarizes the vision of the consultant on how best the PBF Secretariat can ensure that projects currently supported by the Peacebuilding Fund will coherently contribute to achieving the outcomes specified in the Peacebuilding Priority Plan (PPP) of the Kyrgyz Republic.
- Field experience in the coordination of complex multi-stakeholder programmes (at least 1 year).
- Strong communication, facilitation and advocacy skills.
- Proven ability to manage complex ideas and to maximize synergies effectively.
- Ability to convey difficult issues and sensitivity to local cultures.
- Ability to work in a high-pressure environment and to handle politically sensitive issues.
- Understanding of the UN system and experience in coordinating UN joint programmes is an advantage.
- Knowledge of the political, economic and social dynamics of the Central Asia region would be an asset.
- Experience in the usage of computers and office software packages.
- Full working knowledge of English, including excellent writing skills. Knowledge of Russian would be an asset.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Signed personal history form P.11 (including past experience in similar projects);
2. 2 recommendation letters from partners, such as state, international and/or non-government organizations working directly with the target group should be provided. (including their contact information);
3. A 3-5 pages essay (prepared by the consultant) that summarizes the vision of the consultant on how best the PBF Secretariat can ensure that projects currently supported by the Peacebuilding Fund will coherently contribute to achieving the outcomes specified in the Peacebuilding Priority Plan (PPP) of the Kyrgyz Republic.
4. Confirmation of interest and submission of financial proposal form (the form is attached); Please sign it.
5. Copy of passport.

The proposal should be submitted **no later than 15:00 on 8 August 2014** to email: procurement@undp.kg or by post to the address below: 160 Avenue, 720040, Bishkek, Kyrgyzstan.

5. FINANCIAL PROPOSAL

Daily fee contract:

The financial proposal will specify the daily fee (professional fee, travel expenses and per diems) quoted in separate line items, and other payments to be made to the Individual Consultant based on the number of days worked.

Travel:

The assignment includes travel according to the following schedule:

- 8 trips to Osh – 2 days each, 1 return flight each
- 4 trips to Jalalabad – 2 days each, road transport between Osh and Jalalabad and back
- 4 trips to Batken – 3 days each, road transport between Osh and Batken and back
- 3 trips to Talas – 3 days each, road transport between Bishkek and Talas and back
- 2 trips to Issyk Kul – 3 days each, road transport between Bishkek and Issyk Kul and back
- 2 trips to Naryn – 3 days each, road transport between Bishkek and Naryn and back
- 4 trips to project locations outside Bishkek in Chui province (day trips, no DSA) – road transport from Bishkek and back

The award of the contract of individual consultant should be made to the person whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Total score=Technical Score + Financial Score

Technical Criteria weight - 70%, 700 scores maximum

Financial Criteria weight - 30%. 300 scores maximum

Only candidates obtaining a minimum of 490 from 700 point in the Technical part of evaluation would be considered for the Financial Evaluation

The lowest technically qualified proposal receives 300 points and all the other technically qualified proposals receive points in inverse proportion according to the formula:

$P=Y*(L/Z)$, where

P=points for the financial proposal being evaluated

Y=maximum number of points for the financial proposal

L= price of the lowest price proposal

Z=price of the proposal being evaluated

The selection of candidates will be done in 3 stages:

1st stage: Prior to detailed evaluation, all applications will be thoroughly screened against eligibility criteria (minimum qualification requirements) as set in the present TOR in order to determine whether they are compliant/non-compliant.

Eligibility Criteria	
1	Master's Degree or equivalent in social sciences with a focus on conflict prevention peace-building, international relations, political science, development studies or related fields.
2	5 years substantive experience in the area of development (of which at least 2 years have been spent in the area of conflict prevention/ peacebuilding).

2nd stage: Technical Evaluation

Short-listed candidates will be evaluated/Interviewed based on the following criteria:

Criteria	Weight	Max. Point
Technical:	70%	700
Education, including:	5%	Maximum 50 points , including:
Master's Degree or equivalent in social sciences with a focus on conflict prevention peace-building, international relations, political science, development studies or related fields.	5%	50
Experience, including:	30%	Maximum 300 points , including:
5 years substantive experience in the area of development (of which at least 2 years have been spent in the area of conflict prevention/ peacebuilding).	10%	100
Field experience in the coordination of complex multi-stakeholder programmes (at least 1 year).	5%	50
Excellent knowledge of conflict prevention/ peacebuilding programming as evidenced by an essay of 3-5 pages (prepared by the consultant) that summarizes the vision of the consultant on how best the PBF Secretariat can ensure that projects currently supported by the Peacebuilding Fund will coherently contribute to achieving the outcomes specified in the Peacebuilding Priority Plan (PPP) of the Kyrgyz Republic. 100-150* points- excellent 50-100 points– good	15%	150*

00-50 points - poor		
Interview	35%	Maximum 350 points, including:
Strong communication, facilitation and advocacy skills. 50-70* points- excellent 25-40 points– good 00-15 points - poor	7%	70*
Proven ability to manage complex ideas and to maximize synergies effectively. 50-70* points- excellent 25-40 points– good 00-15 points - poor	7%	70*
Ability to convey difficult issues and sensitivity to local cultures. 50-70* points- excellent 25-40 points– good 00-15 points - poor	7%	70*
Ability to work in a high-pressure environment and to handle politically sensitive issues. 25-40* points- excellent 10-20 points– good 0 - points - poor	4%	40*
Understanding of the UN system and experience in coordinating UN joint programmes is an advantage. 15-20* points- excellent 6-10 points– good 0 points - poor	2%	20*
Knowledge of the political, economic and social dynamics of the Central Asia region would be an asset. 15-20 *points- excellent 6-10 points– good 0 points - poor	2%	20*
Fluency in English 35-50* points- excellent 15-20 points– good 0 points - poor	5%	50*
Knowledge of Russian 7-10 *points- excellent 3-5 points– good 0 points - poor	1%	10*

Only candidates obtaining a minimum of 490 points from 700 points at the Technical Evaluation/Interview would be considered for the Financial Evaluation.		
Financial	30%	300

3rd stage: Financial evaluation (according to the method described above)

The candidate achieving **the highest cumulative score** for both Technical and Financial evaluations will be recommended by the Evaluation Committee for contracting.

ANNEXES

ANNEX 1- INDIVIDUAL CONSULTANT TERMS OF REFERENCES

ANNEX 2 – CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL FORM

ANNEX 3 - SAMPLE CONTRACT FOR THE SERVICES OF AN INDIVIDUAL CONTRACTOR

ANNEX 4 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITION